

## HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENT

**VACANCY ANNOUNCEMENT #**

10-247

**OPEN PERIOD:**

9/28/2010 – 10/19/2010

**JOB TITLE:**

Surface Maintenance  
Mechanic Supervisor

**PAY GRADE AND SERIES:**

WS-5801-10

**PAY RANGE:**

\$38.48 - \$44.88

**POSITION LOCATION:**

Ontario, CA.

**UNIT:**

FMS 01

**PDCN #: 70745000**
**Security Clearance Required:**

Secret

**APPOINTMENT TYPE: PERMANENT - DUAL STATUS**

**AREA OF CONSIDERATION:** CURRENT ON BOARD PERMANENT  
CALIFORNIA ARMY NATIONAL GUARD TECHNICIANS ONLY

Military grade of E-7 through E-9 or WO1 through WO4.

**Compatible Military Grade Assignment:** MOS WO 91, 94, 882A,  
920A/B; ENL CMF 91, 88M/Z, 92A/Y.

**Key Requirements:**
**THIS IS A PERMANENT POSITION**

This position is located in the Joint Forces Headquarters—State, Logistics Directorate (J-4), Surface Maintenance Facility. The purpose of this position is to supervise workers directly or through subordinate leaders and/or supervisors in accomplishing work of the function. Plans work operations of great scope, complexity, and administrative authority. Determines the sequence, priority, and time for performance of operations within the limits of broad work schedules and time limits. The occupation and non-supervisory grade level which best reflects the nature of the overall work operations supervised is Surface Maintenance Mechanic, WG-5801-10.

**Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification IS NOT authorized.**

**PAYMENT OF PERMANENT CHANGE OF STATION (PCS):** Payment of Permanent Change of Station (PCS) IS NOT authorized, based on a determination that PCS move is not in the Government interest

**Position Requires Travel:** Some, 1 to 5 days per month.

**QUALIFICATIONS and EVALUATION:**

**General:** Experience, education, or training that demonstrates the ability to provide technical guidance on work operations, plan work schedules, direct work, and maintain report and records.

**Surface Maintenance Mechanic Supervisor WS-5801-10:** In addition to the journeyman level knowledge, must have 36 months of specialized experience which demonstrates the ability to plan, direct, and organize work assignments; experience which required the applicant to review work requirements and establish priorities to meet deadlines; experience which provided knowledge of various lines of work performed; experience dealing effectively with other people and gain their cooperation in achieving common goals; experience in supervising or the potential to perform such duties as evidenced by the ability to communicate knowledge of general supervisory concepts, and knowledge of shop processes.

**KNOWLEDGES, SKILLS, AND ABILITIES:** The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

1. Ability to plan and organize with work of the assigned repair function.
2. Ability to determine priorities and meet deadlines.
3. Knowledge of Transportation/Mobile Equipment repair functions.
4. Ability to work with others.
5. Ability to oversee and train subordinate supervisors to deal objectively with others and make sound supervisory decisions.

6. Ability to devise new methods.

**CONDITIONS OF EMPLOYMENT:**

- Must qualify for appropriate level of security clearance required for the position.
- Must maintain a compatible military unit, grade, and job assignment within the CA Army National Guard and wear appropriate military uniform and comply with required grooming standards.

**HOW TO APPLY:**

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment **OR** a current résumé\*.
2. Submit any required documents (see Required Documents below).
3. Submit application package and title file "Résumé" or "Application" with your first and last name to the California National Guard – HRO Office via email at: [NGCAHRJOBSTECH@NG.ARMY.MIL](mailto:NGCAHRJOBSTECH@NG.ARMY.MIL)
4. Please ensure that the Vacancy Announcement number and position title is indicated in the "subject" line of email.
5. When emailing documents, please submit them in one PDF file or Word file if possible.
6. When emailing documents **PLEASE TRY TO LIMIT THE DOCUMENT TO 5 PAGES OR LESS**. Large files or documents will be rejected by the email server and will not be viewable for rating for qualifications of this office.

**CONTACT THE HRO STAFFING TEAM AT (916) 854-3350 IF YOU DO NOT RECEIVE CONFIRMATION OF RECEIPT EMAIL WITHIN 2 BUSINESS DAYS**

**[\\*\\*FOR HELP WITH WRITING A RESUME, PLEASE FOLLOW THIS LINK\\*\\*](#)**

**REQUIRED DOCUMENTS (Application Packet):**

- OF 612, Optional Application for Federal Employment **OR** current résumé\* (mandatory)
- **Air Force:** Copy of Records Review RIP within last 30 days;
- **Army:** Copy of Personnel Qualification Record within last 30 days

**OPTIONAL DOCUMENT (Application Packet):**

- SF 181, Ethnicity and Race Identification Form

**THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARD CERTIFICATES OR LETTERS OF APPRECIATION.**

**\*CREDITING EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION AND/OR RÉSUMÉ. THE LEVEL OF EXPERIENCE IS DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED. BE DESCRIPTIVE, A SIMPLE LIST OF JOB TITLES AND DATES WILL NOT SUFFICE.**

**APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE**

**[www.calguard.ca.gov/cahr](http://www.calguard.ca.gov/cahr) and at [www.opm.gov/forms/](http://www.opm.gov/forms/) .**

**APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: [NGCAHRJOBSTECH@NG.ARMY.MIL](mailto:NGCAHRJOBSTECH@NG.ARMY.MIL)**

**The Human Resources Office will not accept applications via fax or mail without prior consideration from HRO Staffing. Résumés and Applications (OF 612) must include a valid return email address.**

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of Consideration. The rating you receive is based on your application and supporting documents you provide. Please follow all instructions carefully. **Applications and/or résumés without a current return email will not be considered.** Errors or insufficient information may affect your rating. See the HRO website for additional tips on how to apply and résumé requirements.

**ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.**

**VETERANS PREFERENCE DOES NOT APPLY.**

All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to [NGCAHRJOBSTECH@NG.ARMY.MIL](mailto:NGCAHRJOBSTECH@NG.ARMY.MIL)

**THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**